

INSTALLATION CLEARANCE RECORD

(PERMANENT PARTY ONLY)

For the use of this form, see AR 600-8-101; the proponent is ODCSPER, DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.

PRINCIPAL PURPOSE: To ensure personnel readiness prior to PCS. To complete clearance verification to transition from active duty, separation, or retirement.

ROUTINE USES: To close out installation personnel and finance records. To ensure debt to government or government sponsored agencies is identified and action taken to obtain remittance prior to soldier's transition from Active duty, separation or retirement. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.

DISCLOSURES: Disclosure is voluntary; however, failure to complete these forms may result in only partial payment of final pay.

INSTRUCTIONS TO SOLDIER: This outprocessing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to properly complete this checklist. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. You must complete this checklist prior to your finance appointment. Fort Sill will not release separation payments until installation clearance is completed. **IAW AR 600-8-1, para 3-6, any soldier who has not departed within 30 days of installation level clearance, S1 will issue a new clearance record. All soldiers separating must report to Finance Separations, Bldg 4700, and the Transition Point upon receipt of clearance papers.**

INSTRUCTIONS TO AGENCIES: Agencies will indicate if soldier is/is not indebted to their facility in blocks 10a, b, or c as appropriate. Agencies are required to sign form even if soldier owes debt. Signing this form does not cancel indebtedness, it just indicates soldier processed through your facility.

SECTION A. - PERSONAL DATA (To be completed by commander, S1, outprocessing control station, or appointed official.)

1. NAME	2. RANK	3. SSN	4. ORDERS NO.
5. GAINING UNIT	6. LOSING UNIT	7. DATE OF ORDERS	
8. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIRMENT <input type="checkbox"/> CHAPTERS		9. DEPARTURE DATE	

ALL SOLDIERS WILL BE IN DUTY UNIFORM. PCSing - Must schedule final POR appointment with a DA Form 31 and seven copies of orders. ETSing/Chapter - Must attend a briefing (Mon, Tue, and Wed, at 1000 except for Thursdays). Report to Bldg 47000, Transition Point. Officers and senior noncommissioned officers (SFC and above) must clear the activities highlighted with an asterisk; those without an asterisk SFCs and above can clear with their signature being the official indication that the obligation is settled. All soldiers must clear items with a number sign (#); however, soldiers that do not have a Fortezza card may clear at their battalion (or higher) level.

SECTION B. - INSTALLATION STANDARD CLEARANCES

DEBT

10. INSTALLATION ACTIVITY	BLDG AND ROOM	PHONE	REPORT BETWEEN THE HOURS OF-	a. YES	b. AMOUNT	c. NO	11. NAME AND TELEPHONE	12. SIGNATURE & DATE
(1) TSC Audio Visual	216	442-6504 442-5309	Mon-Fri 0730-1545					
(2) Library	1640	442-2048 442-3806	M, T, W 1000-1900 Th, F - Closed Sat - Sun 1000-1700	<input type="checkbox"/>		<input type="checkbox"/>		
(3) Weapons/Vehicle Registration Civilian Records Check *	4700, Rm 231	442-0133 442-0140	Mon-Thurs 0830-1530 Fri 1300-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(4) Post Exchange/DPP	1718	248-7506	Mon-Fri 0900-2100	<input type="checkbox"/>		<input type="checkbox"/>		
(5) Commissary	1719	442-3601 442-4515	Mon-Fri 0930-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(6) Military Clothing Sales/UCDPP	1802	248-3820	Mon-Fri 0900-1800 Sat 1000-1600	<input type="checkbox"/>		<input type="checkbox"/>		

DA Form 137-2-R, Apr 97

Previous editions are obsolete

PERMANENT PARTY ONLY

(AG) Overprint – 11 Dec 07

Page 1 of 4

INSTALLATION CLEARANCE RECORD (PERMANENT PARTY ONLY)

For the use of this form, see AR 600-8-101; the proponent is ODCSPER, DATA REQUIRED BY THE PRIVACY ACT OF 1974

SECTION B. - INSTALLATION STANDARD CLEARANCES				DEBT			11. NAME AND TELEPHONE	12. SIGNATURE & DATE
10. INSTALLATION ACTIVITY	BLDG AND ROOM	PHONE	REPORT BETWEEN THE HOURS OF-	a. YES	b. AMOUNT	c. NO		
(7) Property Book Office (TRADOC & FORSCOM) *	2243	442-3516 442-3192	Mon-Fri 0700-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(8) Education Office *	3281	442-3201 442-6009	Mon-Fri 1000-1300	<input type="checkbox"/>		<input type="checkbox"/>		
(9) Central Issue Facility *	1901	442-3752 442-3757	Mon-Fri 1300-1500 Turn-in "DX"			<input type="checkbox"/>		
(10) Self Help Store *	1948	442-4723	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(11) Transportation *	2950	442-3903 442-5767	Mon-Fri 0730-1600					
(12) Financial Mgt Div*	4700	442-6102	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(13) Overseas Port Call (OVERSEAS ONLY)	2951	442-5410	Mon-Fri 0730-1600					
(14) Personnel Office/ Promotions (E4-E5 in Promotable Status Only)	4700	442-4622 442-1577	Mon-Fri 0730-1630					
(15) MPRJ UPDATE *	PCSing 4700 ETSing 4700	442-6782 442-3282 442-3683 442-2488	Mon-Fri 0900-1600 Mon-Fri 0730-1630					
(16) PERSTEMPO Individual History Sheet Provided by Unit	Soldier's Unit			<input type="checkbox"/>		<input type="checkbox"/>		
(17) Fort Sill National Bank	4700 Rm 183	357-9880	Mon-Fri 0730-1130 1230-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(18) Fort Sill Credit Union	4700 Rm 183	355-7744	Mon-Fri 0730-1130 1230-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(19) Reserve Component Transition PV1 - CPT (Separations Only)	4700 Rm 8 Basement	442-5930	M,T,W,F 0900-1130 1300-1530 Thu - 1300-1600					

INSTALLATION CLEARANCE RECORD

(PERMANENT PARTY ONLY)

For the use of this form, see AR 600-8-101; the proponent is ODCSPER, DATA REQUIRED BY THE PRIVACY ACT OF 1974

SECTION B. - INSTALLATION STANDARD CLEARANCES				DEBT				
10. INSTALLATION ACTIVITY	BLDG AND ROOM	PHONE	REPORT BETWEEN THE HOURS OF-	a. YES	b. AMOUNT	c. NO	11. NAME AND TELEPHONE	12. SIGNATURE & DATE
(20) Levy/ Reassignments- (Enlisted Only) Separating Personnel *	4700	442-31579 442-4741 442-5907	Mon-Fri 0730-1630					
(21) Evaluations (NCOs & Officers) *	4700	442-6368 442-4051	Mon-Fri 0730-1600					
(22) Exceptional Family Member Program (EFMP) Referral/Enrollment (if required) *	4700	442-6801 442-5018 442-6818	Mon-Thu 0730-1600 Fri – 0930-1600					
(23) Tricare *	4301 Rm 1H132	1-800-444-5445 SELECT (3,2)	Mon-Fri 0730-1630	<input type="checkbox"/>		<input type="checkbox"/>		
(24) Medical Facility *	Outpatient Records	458-2101	Mon-Fri 0700-1800					
(25) Army Emergency Relief *	4700	442-2946 442-3247	Mon-Thu 0730-1600 Fri – 0930-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(26) Army Community Services*	4700	442-4916	Mon-Thu 0730-1600 Fri – 0930-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(27) Dental Facility *	Your Assigned Dental Clinic							
(28) DOIM # (ONLY FORTEZZA Card Holders)	652 Rm 201	442-1026	Mon-Fri 0830-1115 1300-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(29) Post Office * (Fort Sill Housing Residents Only)	930	442-3020	Mon-Fri 0900-1500	<input type="checkbox"/>		<input type="checkbox"/>		
(30) Housing/Billeting *	4700	442-2813 442-4949	Mon-Fri 0830-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(31) Airfield Op Aviation Personnel ONLY, Crewmember/ Noncrewmember	4907 Rm 206	442-2023 442-6014	Mon-Fri 0730-1630	<input type="checkbox"/>		<input type="checkbox"/>		
(32) Child & Youth Svcs *	4700	442-3927 442-4836	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		

INSTALLATION CLEARANCE RECORD (PERMANENT PARTY ONLY)

For the use of this form, see AR 600-8-101; the proponent is ODCSPER, DATA REQUIRED BY THE PRIVACY ACT OF 1974

SECTION B. - INSTALLATION STANDARD CLEARANCES				DEBT				
10. INSTALLATION ACTIVITY	BLDG AND ROOM	PHONE	REPORT BETWEEN THE HOURS OF-	a. YES	b. AMOUNT	c. NO	11. NAME AND TELEPHONE	12. SIGNATURE & DATE
(33) School Liaison Services	4700	442-4831	Mon-Fri 0800-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(34) Directorate of Contracting (DOC) Government Purchase card only	1803 Macomb Rd	442-5229	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(35) GOVERNMENT TRAVEL CARD – DTS Detach *(III CA Soldiers Only)	FORSCOM Soldiers Only Bldg 1651	442-6913	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(36a) GOVERNMENT TRAVEL CARD *(All Others)	Clear through appropriate Agency Program Coordinator (APC)		Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(36b) DTS – Defense Travel System Detach *(All Others)	Clear through appropriate Organizational Defense Travel Administrator		Mon-Fri 0730-1600					
(37) Furnishing Management Office (FMO) (SSG&Above)	4700	442-3396/ 3268	Mon-Fri 0730-1600					
(38) Does the Soldier Have an Expense Account <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Disposition								
(39) Soldier has completed ACAP Processing*. Bldg 2502 (RecPlex); Mon-Fri, 0730-1600; 442-2222 <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, Remarks) *ALL Transitioning Soldiers (e.g., ETS, Chapters, Retirees)								
(40) Classic Cable	930 NW Fort Sill Blvd	248-9954	Mon-Fri 0800-1700	<input type="checkbox"/>		<input type="checkbox"/>		
SECTION C - MILITARY PAY PROCESSING * BLDG 4700, 442-3818, Mon – Thu 0800-1530 and Fri 0800-1100 and 1400-1530								
15. Travel Pay Processing *			16. Separation Pay Processing *			17. Debt Processing *		18. Number of Days Leave Paid Upon Separation * #DAYS -
NAME, TELEPHONE #, SIGNATURE, AND DATE								
SECTION D. - OUTPROCESSING CONTROL STATION BLDG 3164, RM 208, 442-4564/6782								
19. Soldier has completed outprocessing <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Remarks -			20a. Name and Telephone No.			20b. Signature and Date		